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14 SEP 1960

OFFICE OF SECURITY DIRECTIVE NO. 60-3

FOR : All Office of Security Supervisors

SUBJECT : Office of Security Training Policy
(Formal Training of Security Career Service
Personnel)

REVISION: OS Notice #57-9

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1. Policy

All supervisors, in the execution of their responsibilities, are expected to encourage the employment of training, both external and internal, for the fullest development of their personnel. While seeking always to avoid "training for the sake of training," the effective supervisor will recognize that training, when prescribed by qualified staff officers and employed diagnostically according to the specific situation, can be one of management's most valuable tools. In the future, because of budgetary considerations, external training should be used only after careful planning and examination of the curricula of the Office of Training, the Technical Services Division, and the Office of Security to determine if the training need can be satisfied internally.

To guide supervisors in the use of training to develop the potential of Security Career Service personnel, the following minimum formal training standards are established:

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a. For clerical personnel GS-8 or below:

Administrative Procedures (OTR) - where indicated, i.e., before overseas assignments, to prepare for senior secretarial positions, etc.

Cable and Dispatch Training (OTR) - where essential to successful job performance

b. For all professional personnel GS-7 and above:

Intelligence Orientation (OTR)

3 wks

Physical Security Training Course (OS) - 3 wks
in the interest of promoting flexibility,
as Office of Security current workload permits

Special Agents Training Course (OS) - 3 wks
in the interest of promoting flexibility,
as Office of Security current workload permits

c. For all personnel assigned as Security Officers (Foreign Field):

Operations Training (OTR)

6 wks

Physical Security Training Course (OS) 3

Security Officer Field Course (OS) 3

Americans Abroad Orientation (OTR) 1✓

Language training - where appropriate

Other training inferred as essential from job descriptions

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- d. For all personnel assigned as Security Officers

Physical Security Training Course (OS)

Other training inferred as essential from
job descriptions

- e. For all personnel assigned as Area Security
Officers (Headquarters):

Physical Security Training Course (OS)

Other training inferred as essential from
job descriptions

- f. For all personnel assigned as Investigators
(Field):

Special Agents Training Course (OS)

Special Agents In-Service Training Course (OS) -
After extensive investigative experience

- g. For all personnel assigned as IOS Headquarters
Personnel:

IOS Headquarters Orientation

Special Agents Training Course (OS)

Special Agents In-Service Training Course (OS)

Operations Training (OTR)

Communist Party Organization and Operations (OTR)

Counterintelligence Operations (OTR)

3 wks
2 wks
2 wks wks
2 wks
3 wks

- h. For all personnel assigned as Physical Security
Officers:

Physical Security Training Course (OS)

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- i. For all personnel assigned as Audio Countermeasures Specialists:

Operations Training (OTR)	3 or 6 wks
OS Audio Countermeasures Course	8 wks
Physical Security Training Course (OS)	3 wks

- j. For all personnel assigned as Interrogation Specialists:

Technical Interrogation (Polygraph)	8 wks
Training (OS)	
Operations Training (OTR)	3 or 6 wks
Communist Party Organization and Operations (OTR)	2 wks
Counterintelligence Operations (OTR)	3 wks
Appropriate language and area training	21 wks

- k. For all personnel assigned as Personnel Security Officers:

Operations Training (OTR)	3 or 6 wks
Communist Party Organization and Operations (OTR)	3 wks
Counterintelligence Operations (OTR)	3 wks

- l. For all personnel assigned as Security Research Specialists:

Operations Training (OTR)	
Communist Party Organization and Operations (OTR)	
Counterintelligence Operations (OTR)	

- m. For all supervisory personnel GS-7 through GS-12:

Supervision (OTR)	1 wks
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- n. For all personnel GS-13 or above:

Management (OTR)	1 wks
Conference Techniques (OTR)	

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Except as otherwise provided by CIA [REDACTED] waiver of these mandatory requirements can be authorized by the Director of Security or his designees when work experience clearly provides an equivalent.

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2. Procedures and Coordination with Training Officer

The training standards outlined above are an important element in the professional development of Office of Security personnel. Supervisors should view these standards as long-range goals to be achieved, not immediately, but with steady, planned progress. Staff and Division Chiefs will coordinate with the Security Training Officer on plans to facilitate the meeting of these standards.

3. Training Beyond Required Minimum

This instruction prescribes only minimum standards for training Security personnel for various general categories of duty. Staff and Division Chiefs are urged to enroll personnel in additional training which will further their effectiveness and career development. Particular attention should be given to the Agency's course offerings in the fields of management, supervision, effective writing, effective speaking, and allied areas.

4. Training for Rotational Assignments

In addition to the considerations above, supervisors should consider it their responsibility to contribute to the career flexibility of the personnel under their commands. Supervisors can demonstrate their recognition of this responsibility by making personnel available for training designed to equip them for rotational assignments. In this connection, I have instructed the Security Training Officer to begin the preparation of long-range training plans for all professional

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personnel of the Office of Security. These plans will seek to space training experiences over time and to eliminate the need for excessive training (in excess of six months) immediately preceding a rotational assignment. Supervisors are expected to cooperate with the Security Training Officer in the implementation of this program.


Director of Security

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